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Bulgaria-Serbia  
IPA Cross-border Programme



Government of Serbia  
European Integration Office

**The European Integration Office of the Government of the Republic of Serbia  
as National Authority for the Bulgaria-Serbia IPA Cross-border Programme  
and  
Ministry for Regional Development and Public Works of the Republic of Bulgaria  
as Managing Authority for the Bulgaria-Serbia IPA Cross-border Programme  
is seeking**

**REQUESTS FOR EXPRESSIONS OF INTEREST  
for the following position in Joint Technical Secretariat of the Bulgaria-Serbia IPA  
Cross-border Programme, branch office in Niš, Serbia:**

**1. Project Manager in the Joint Technical Secretariat (JTS) (1 position)** – Joint Technical Secretariat, branch office Niš, Serbia

Minimum requirements:

- University degree in economics, finance, public administration, law or other relevant university degree;
- General professional experience relevant to the university degree - minimum three years;
- Fluent in English and Serbian language in speaking and writing;
- Knowledge of Bulgarian language is an asset;
- Computer literate and experienced in using and managing databases;
- Familiar with relevant EU and national legislation for implementation of Cross-border Programs.

Deadline for submission of expressions of interest is **10 March 2011 by 16.00 (local time in Serbia) at the latest** by mail or e-mail. Only short-listed candidates will be contacted.

Office for submission of expressions of interest and for obtaining further information is:

The European Integration Office  
Nemanjina 34  
11000 Beograd  
Republic of Serbia

Contact person:

Ms. Kristina Ašković

Head of Section for Cross-border and Transnational Programs with Member States

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## **JOB PROFILE**

### **Project Manager in the Joint Technical Secretariat (JTS) for Bulgaria-Serbia IPA Cross-border Programme, Branch Office Nis**

#### **1. Scope of Work (Background):**

In accordance with the Article 102 of the Commission Regulation (EC) No. 718/2007, the Managing Authority (MA) in cooperation with the Serbian National Authority (NA) is to set up a **Joint Technical Secretariat (JTS)** comprising of one main office based in Sofia, Bulgaria and a one branch office in Niš, Serbia.

The services provided by the JTS consist of operational support to the Managing Authority of the IPA Cross-border Programme between Bulgaria and Serbia. The JTS is responsible for the day-to-day Programme management, as well as for supplying potential applicants with information, providing advice during the application process and accompanying the applicants until the project is finalized. The JTS carries out the duties of a secretariat to the Joint Monitoring Committee (JMC) and also assists, where appropriate, the Certifying Authority and the Audit Authority in carrying out their respective duties.

## **JOB DESCRIPTION**

### **JTS expert (Branch office)**

#### **1. Employer:**

National Authority – Serbian Integration European Office (SEIO) – Serbia

#### **2. Administrative Unit:**

Bulgaria-Serbia IPA Cross-border Programme, Joint Technical Secretariat (JTS) and JTS Branch office

#### **3. Job Title, Occupational Classification Code:**

Project management expert

#### **4. Subordination:**

MA/NA and Head of JTS

#### **5. Objective:**

As a part of the JTS Branch office staff the expert will support the preparation of calls for proposals, assessment (administrative and eligibility check and/or secretary of Assessment Working Group) of project proposals and for the monitoring and control of the reports describing the implementation of the funded projects. He/She is also the contact to applicants and project partners (especially Serbian) for providing advice on content related issues. In addition the JTS expert is responsible for carrying out all the tasks laid down in the JTS Manual for Internal Organizational Rules.

## **6. Duties**

- prepare and continuously update (if necessary) the Applicants' Package;
- coordinate the preparation of calls for proposals (in cooperation with the MA, NA and JMC);
- provide support and advice to the candidates during the application phase on establishment of appropriate partnerships, financial and budgetary issues;
- co-ordinate and participate in the project evaluation procedure, participating in the assessment (administrative and eligibility check) of applications;
- contribute and organize the work of the assessors and controllers as appropriate;
- draft Subsidy Contracts and their amendments;
- act as advisor for the implementation of funded projects;
- collect and review progress reports submitted by Lead Partners;
- propose draft decisions of the Monitoring Committee regarding special requests from project partners;
- conduct on-the-spot visits of projects;
- prepare statistical analyses and monitor data for the Monitoring Committee, the European Commission;
- prepare reports on progress achieved by projects;
- carry out risk assessment on project level;
- report irregularities (if any);
- perform cross check of verified expenditures;
- development and update of the Programme Monitoring System/database;
- develop, together with the JTS team, a plan to disseminate the results achieved by the projects at national level involving the relevant stakeholders and actors;
- monitor operations Web site, collect, summarize and communicate project and Programme achievements as well as good practices, in cooperation with the Communication Officer and the other members of the JTS team;
- contribute to the development of methodological, thematic studies and dossiers;
- participate and contribute to project seminars and conferences as appropriate;
- be actively involved in the implementation of other Programme support activities like partner search events or forums;
- contribute to the Programme Web site, leaflets, brochures and other publications.

## **7. Authority/Competence**

- to become acquainted with legal and administrative orders related to the functioning of the JTS;
- to correspond on matters related to tasks;
- to participate in educational activities and trainings;
- to participate in various committees, task forces, working groups etc, if necessary;
- to carry out information and consultation activities;
- to request and receive information and documents from institutions cooperating with the JTS;
- to be supplied with the necessary technical equipment, office logistics, stationery and information.

## **8. Required Qualifications**

- university degree in economics, finance, public administration, law or other relevant university degree;
- general professional experience relevant to its university degree - minimum three years
- advisory and presentation skills;

- fluent in English and one of the two official languages of partnering countries in speaking and writing;
- excellent computer skills;
- ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- personal characteristic: strong communication skills, ability to establish and maintain effective working team relations;
- ability to work in a team.

#### **9. Required experience**

- good understanding and knowledge of the Programme area;
- experience in EU funded programme/s or project management;
- familiar with the EU and national regulations concerning territorial cooperation programmes;
- knowledge of accounting and tendering procedures under PRAG;
- in-depth knowledge and experience in using and managing databases;
- able to propose solutions for administrative procedures related to project management.

#### **10. Cooperation**

Cooperation with: the JTS main office experts, the MA, members of the JMC, the National Authority and Cross Border Cooperation and European territorial cooperation programmes, operating in the Programme area, potential beneficiaries/applicants and beneficiaries, relevant EC services etc.

#### **11. Responsibilities**

- responsible for effective, efficient, timely and qualitative fulfillment of the assigned tasks;
- responsible for providing timely and accurate information to JTS and NA;
- responsible for safe maintenance of equipment and other resources entrusted by the Employer.